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|  | StAGE 1- LOAD ROSTER (nOW-OCT. 12TH)  |
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|  | Attend Recharter Training and pick up packet at your October Roundtable.  |
|  | Review/update your roster to current youth & adults, submit unregistered applications to council office. |
|  | Call/email to any youth you have not seen at recent activities to ensure their continued participation continued participation |
|  | Reach out to potential Scouts who showed interest at open houses/events who have not yet joined. |
|  | Packs- Are their Arrow of Light 6th Graders not yet transferred to a troop? Help them find a troop.  |
|  | Have your leaders completed necessary trainings? Youth Protection (Sept 30th), Position Specific, etc.  |
|  | Visit [www.tinyurl.com/macrecharter](http://www.tinyurl.com/macrecharter) to access rechartering resources.to access charter resources. |
|  | Click “ Login” - you will login as a first-time user if this is your first time signing in this fall.  |
|  | Enter Access Code located on charter packet, select unit type, and 4 digit unit # (Pack 15= 0015). |

 |
|  | STAGE 2- uPDATE YOUR ROSTER (PRIOR TO OCTOBER 19TH)  |
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|  | Update Charter Information. |
|  | Select members for renewal- unmark after contacting anyone not renewing for 2020. |
|  | Add a new member (Youth or Adult). |
|  | Update member data (addresses, e-mail, or phone) |
|  | Update member position (leadership) |

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| **StAGE 3- roster check (pRIOR TO oCT. 26th)**  |
|  | Verify fees for applicants such as adults who multiples registration from another unit. |
|  | Update leadership positions served (remember only the Charter Rep. can hold multiple positions). |
|  | Will review information to ensure roster will submit without errors  |

 |
|  | STAGE 4- SUMMARY (pRIOR TO oCT. 30TH)  |
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|  | Verify all youth receiving Boy’s Life magazine are checked to receive. |
|  | Verify youth protection training  |
|  | All leadership positions needed are registered  |

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|  | stAGE 5- SUBMIT roster (AT NOVEMBER 3rd OR 5TH ROUNDTABLES) |
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|  | **Approve Roster ~ Payment ~ Submit Roster ~ Complete Survey ~ Receive Confirmation**  |
|  | **Completing Charter Online (with electronic signatures)** |
|  | * Submit fees electronically (e-check, or pay at office)
 |
|  | * Have Charter Representative log on and approve your charter (with access information)
 |
|  | **Charter completed with “wet/physical” signature**  |
|  | * Print 2 copies of charter
 |
|  | * Have Charter Representative and CM, SM, NL,SK sign charter and applications
 |
|  | * Submit payment along with charter
 |

Other important Items

|  |  |
| --- | --- |
|  | Membership Subscription Option- Have families fill out paperwork or apply if interested at <https://scoutingevent.com/326-2021Membership>  |
|  | Fill out Order of the Arrow (OA) Dues form and submit with charter (Troops, Teams, Crews) |
|  | Complete 2020 Journey to Excellence form, and turn in with charter paperwork |
|  | Charter fee submitted by Friday, December 4th  |
|  | **Minimum unit position requirement matrix & Roundtable Schedule – See back** |

 |

To streamline the re-chartering process, please adhere to the following timeline for re-charter completion.

* Oct. 1/6 – Pick up your Recharter Packet at Roundtable
* Oct. 12 – Load Roster (Stage 1)
* Oct. 19 – Update Roster (Stage 2)

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| Roundtable Dates |
| District | October  | November |  **Re-charter paperwork should be turned in to our District Commissioner Team 100% completed by November Roundtable!** |
| **Ohwahnasee** | Tuesday, Oct. 6th  | Thursday, Nov. 5th  |
|  **Thundercloud** | Tuesday, Oct. 6th | Tuesday, Nov. 10th  |
| **Twin Lakes** | Thursday, Oct. 1st  | Thursday, Nov. 5th  |
| **War Eagle** | Thursday, Oct. 1st | Thursday, Nov. 5th  |
| **Diamond Dick** | Tuesday, Oct. 6th | Tuesday, Nov. 3rd  |
| **Goldenrod** | Tuesday, Oct. 6th | Tuesday, Nov. 3rd  | **Payment for re-charters must be made by December 6, 2019 through Scouter Services.**  |
| **Petah La Shauro** | Thursday, Oct. 1st | Thursday, Nov. 5th  |
| **Iron Horse** | Thursday, Oct. 1st  | Thursday, Nov. 5th  |
| **Trailblazer**  | Thursday, Oct. 1st  | Thursday, Nov. 5th  |
| **Wagon Wheel** | Tuesday, Oct. 6th | **Tuesday, Nov. 5th** |
| **Black Hawk** | Thursday, Oct. 1st | Thursday, Nov. 5th  |

* Oct. 26 – Check Roster (Stage 3)

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| **Minimum Required Leadership Positions for Charter Renewal** |
| * Pack
 | * Troop
 | * Crew
 | * Ship
 |
| * Charter Organization Representative (CR)
 | Charter Organization Representative (CR) | Charter Organization Representative (CR) | Charter Organization Representative (CR) |
| * Committee Chairman
 | * Committee Chairman
 | * Committee Chairman
 | * Committee Chairman
 |
| * Member of Committee
 | * Member of Committee
 | * Member of Committee
 | * Member of Committee
 |
| * Member of Committee
 | * Member of Committee
 | * Member of Committee
 | * Member of Committee
 |
| * Cubmaster
 | * Scoutmaster
 | * Crew Advisor
 | * Skipper
 |
| □Lion Leader □ Tiger Leader □ Den Leader □Webelos Leader |  |  |  |
| * **New Member Coordinator counts as members of the committee**
 |
| * The only person that can serve in two titled positions within the pack is the Charter Representative (CC, MC)
 |
| **These are minimum requirements, please ensure you have adequate leadership for the needs of your program****See your Unit Commissioner or District Executive if you need assistance in leadership cultivation**  |

* Oct. 30– Summary (Stage 4)
* Nov. 3/5 – Submit (Stage 5)